

THE UNIVERSITY OF RHODE ISLAND **FOUNDATION**

Associate Director of Development Communications

Overview:

The Associate Director of Development Communications plays an integral role in communications and marketing for the URI Foundation. The ideal candidate is a skilled graphic designer with demonstrated project management experience.

This position will develop print and digital projects in a collaborative environment, with the goal of increasing support for the University of Rhode Island. Projects will cover principal and major gifts, donor relations and stewardship, the annual fund, alumni events, gift planning, and more as part of a university development program in a comprehensive campaign. In addition to design, responsibilities will include day-to-day operational and administrative functions while supporting the ambitious goals of the campaign.

The Associate Director of Development Communications reports to the URI Foundation Chief Marketing Officer.

Responsibilities:

- Work with communications staff and other departments to create, design, and produce a variety of print and digital communications.
- Design print pieces ranging from high-quality booklets and brochures to event invitations.
- Perform basic website updates. Serve as point-of-service contact with third-party CMS provider.
- Build and schedule broadcast emails.
- Manage design and production of reports, newsletters, web content, broadcast email, brochures, collateral materials, infographics, special correspondence, highly customized development content, and other materials as assigned.
- Collaborate with Chief Marketing Officer to develop and execute a long-term marketing and communications strategic plan.
- Partner with development writer to create effective principal and major gift proposals.
- Work with external vendors and freelance designers.
- Serve as liaison to other University communications offices on issues relevant to Foundation communications.
- Provide service and support as requested for special projects.
- Handle confidential information.
- Monitor budget.
- Other duties as needed.
- Occasional evening and weekend work may be required.

Qualifications:

The Foundation is seeking an experienced graphic design professional with project management experience and expertise in print and digital formats. The ideal candidate will know how to make a clean layout, but also demonstrate capacity for creative and conceptual projects. The candidate should be familiar with project management software and web content management systems.

Primary qualifications include:

- Thorough knowledge of the latest design software and tools including Adobe Creative Suite.
- Strong familiarity with project management software, web content management systems, Microsoft Office, and Google Suite.
- Experience managing web content and broadcast email.
- Excellent communication skills. Ability to present information concisely and effectively.
- Demonstrated record of handling and prioritizing multiple tasks simultaneously.
- Leadership, initiative, and a problem-solving mindset.
- Willingness to function independently and as a member of a team, depending on the project.
- Sound judgment, accuracy and attention to detail, personal integrity, strong interpersonal skills.

The highest degree of professionalism and discretion in dealing with donors and potentially sensitive matters of donor confidentiality is required.

Education and Professional Experience:

Bachelor's degree.

Minimum of seven years directly related experience in a professional setting, with a strong preference for experience in higher education and nonprofit organizations during a capital campaign.

Applications:

Forward letter of interest, resume and salary requirements to:

URI Foundation
Attn: Gerri Beagle, HR Manager
79 Upper College Road
Kingston, RI 02881
gbeagle@uri.edu